Center for Educational Performance and Information
www.michigan.gov/cepi

Financial Information Database Training
Spring, 2004

global services, inc.

Training Goals

- At the end of today's session, participants should:

    - 1. Understand the functionality of the FID application and know what steps are involved to complete a submission

    - 2. Understand how FID differs from the EDN "Form B" submission

    - 3. Understand how to use FID warning and error reports as a tool to correct data in district accounting systems

    - 4. Be aware of scheduled timelines for FID application availability and submission

    - 5. Know how to find assistance with different types of FID and Chart of Accounts questions

Center for Educational Performance and Information (CEPI)

- Collecting, managing and reporting data about K-12 schools and students
  - Student (SRSD - individual)
  - Personnel (REP - individual)
  - Financial (FID)
  - Safety/Crime (SID)
  - Performance (MEAP, ACT, etc.)
    - These data are collected from vendors, not districts

Background

- CEPI collects and reports data on Michigan's K-12 schools & students

- MEIS – Michigan Education Information System

- SRSD, REP, SID, FID, STAR

- FID is a part of MEIS

- FID replaces the old EDN (Education Data Network) system

Financial Information Database (FID) Timeline

- Fall 2003
  - FID test submission with Pilot Districts **ONLY**
- Spring 2004
  - FID submission opportunity for **ALL** ISD, LEA and PSA districts
  - Districts can compare data with their Fall 2003 Form B submission **OR** submit partial FY 2003-2004 data.
- Fall 2004
  - Submission via FID **ONLY**
  - FY 2003 - 2004 data must comply with the Michigan Public School Accounting Manual Chart of Accounts

Features

- Facilitates an efficient method of transmitting school district financial information

- Minimizes manual entry of data by school districts

- Generates reports at building and district level

- Integrates with MEIS security framework

Login Requirements

- You can use your MEIS login and password to access the FID application

- To get access to FID, you will have to download the security agreement, complete and submit it to the DIT Client Services Center

- You should use IE 6.0 to use FID effectively

- District users can access data from one or more districts

- Access permissions to district data are administered by DIT Client Services Center

Login

Go to the CEPI Web site to log in to the FID application

Menus & Welcome Page

Data Collection

- District Data Entry
  - Manual entry of data not collected through upload process
  - Assets & Liabilities (Fund 91, 92)
  - Amounts Due to State of Michigan
  - Quarterly Balances for General Fund
  - Agency Fund Receipts & Disbursements

- File Upload
  - CSV, TXT (Fixed Length), XML files
  - Balance Sheet, Revenue, Expenditure and ESP files

District Data Entry - 1

| Data Collection ▼ | District Data Entry ▼ | ▼ |

District Data Entry   Date: 03-31-2004

School District: 99000   ...   Happy Valley School Distri   User: 02020   Fiscal Year: 2002-2003

Note: Do not key in data, if amounts are included in the upload process.

District Info

Balances, Receipts & Disbursements   Assets & Liabilities

Current User   **Fiscal Year**

**Lookup Button
To Change District**

General Fund Additional Balance Sheet items	Sep 30 Balance	Dec 31 Balance	Mar 31 Balance
(10x)	0.00	0.00	0.00
ment (18x)	0.00	0.00	0.00
Tax Anticipation and State School Aid Loans Pay (407)	0.00	0.00	0.00

Agency Fund Receipts and Disbursements	Amount
Beginning Balance	
Student Group Receipts	
Total Receipts	
Student Group Disbursements	
Ending Balance	

☐ District Data Entry is Complete

💾 Save   ⊙ Reset

District Lookup

District Data Entry - 2

District Data Entry		Date: 03-31-2004

School District: 99000 ... Happy Valley School Distri **User:** 02020 **Fiscal Year:** 2002-2003

Note: Do not key in data, if amounts are included in the upload process.

Balances, Receipts & Disbursements | **Assets & Liabilities**

Fixed Assets (Fund 91)	Amount	Long Term Liabilities (Fund 92)	Amount
Land (21x)	-20.00	Bonds Payable (51x)	0.00
Buildings and A...			0.00
Site Improveme...			0.00
Equipment and F... (24x)			0.00
Vehicles Other t... (25x)		(58x)	0.00
School Buses (26x)	0.00	Other Loans and Liabilities - Long Term Portion (59x)	0.00
Educational Media and Textbooks (27x)	0.00	Total Long Term Liabilities	0.00
Construction in Process (28x)	0.00		
Other Capital Assets (29x)	0.00	**Amount Due to State of Michigan**	**Amount**
Total Fixed Assets	-20.00	Chauffeur Expenditure	
		Received from TIFA, LDA or DDA	

Microsoft Internet Explorer ✕

❓ Amount expected as Debit for this major class. Do you want to enter a credit amount?

[OK]　[Cancel]

☐ District Data Entry is Complete

🖫 **Save**　⊙ **Reset**

File Upload

- Available from early September to November 15th
- Upload and re-upload available until user selects final Submit to CEPI option

| 99000 | Happy Valley School Distri | | Date: 03-31-2004 |
| School District: 02020 | ... | Burt Township School District | User: Dave | Fiscal Year: 2002-2003 |

Note: Please click on Browse button and select the files you want to upload.
You can combine multiple districts in one XML file. And you can also combine different types of transactions in one XML file.

Is the information contained in this upload consistent with the Audited financial statements?
○ Yes ○ No

	Enter File Name or Browse	
Balance Sheet:		Browse...
Revenue:		Browse...
Expenditure:		Browse...
ESP:		Browse...
XML File for Mixed Transaction Types::		Browse...

⋒ Upload

Data Upload Status

- Sequence: Uploaded ➡ Processing ➡ Rejected/Loaded ➡ Error/Warning/Verified ➡ Accepted ➡ Submitted
- Accept icon (checkmark) allows users to accept the file
- Error/Warning links display the error/warning messages
- Transaction Type links display the verification screens

| Michigan.gov Home | | | FID Home | FID FAQ | Contact CEPI | FID User Manual | Logout |

| Data Collection | District File Load Status | |

| **District Upload Status** | | Date: 03-31-2004 |

School District: 99000 … Happy Valley School Distri   User: 02020   Fiscal Year: 2002-2003

Type	File	Records	Uploaded	By	Errors	Warnings	Status
Balance Sheet	B820102003_040309.TXT	92	03/17/04 21:14	Dave	None	10	✔
Revenue	R820102003_040309.TXT	52	03/17/04 21:14	Dave	None	1	Accepted
Expenditure	E820102003_040309.TXT	44395	03/17/04 21:14	Dave	6	477	Error / Warning
ESP	N/A	N/A	No	N/A	N/A	N/A	N/A
DATA ENTRY	N/A	N/A	No	N/A	N/A	N/A	N/A

Verification Screens

Data Collection | User Verification |

User Verification   Date: 03-31-2004

School District: 99000   ...   Happy Valley School Distri   **User:** 02020   **Fiscal Year:** 2002-2003

Balance Sheet   Revenue   Expenditure   ESP

There are 0 Errors.   There are 10 Warnings.

Print Err/Warns

1 Of 2 ▶ ▶▶

Other Verification Screens

More Columns

Balance Sheet Summary	General Fund (1x)	Special Revenue Athletic Fund (21)	Special Revenue Special Ed Fund (22)	Special Revenue Community Service Fund (23)	Special Revenue Bookstore (24)	Special Revenue School Lunch Fund (25)	Special Revenue Vocational Education Fund (26)	Special Revenue Cooperative Ed Fu
Total Assets (1xx), (2xx)	480,375,830.09	204,410.11	0.00	0.00	0.00	7,476,499.51	0.00	0.00
Total Liabilities (4xx), (5xx)	405,725,824.74	204,410.11	0.00	0.00	0.00	7,476,499.51	0.00	0.00
Total Fund Balance	74,650,005.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reserves (71x)	25,830,049.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unreserved Fund Balances	48,819,956.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00

✓ Accept File   🗎 View Report   📑 Add/View Comments

Errors and Warnings Screen

Acceptance Requirements - 1

- CSV and TXT file names should be of valid format: <Trx><DistrictCode><FiscalYear><..optional..>.<ext>
  - (See naming convention in FAQs and FID File Layout documents available from the CEPI FID Web site)

- Files should follow valid CSV, TXT or XML format or they will be rejected

- FID will accept files only there are no errors in the files

- Any corrections to uploaded data should be done by re-uploading the file

Acceptance Requirements - 2

- Once users select the final "Submit to CEPI" option, they cannot re-upload files or update District Data Entry screens.

- After data is submitted to CEPI, only MDOE staff may make corrections.

- You must upload data from your district only. For CSV and TXT files, the FID application identifies the district from the file name only.

- XML files include the district code within the file schema, and the district code must match your security permissions.

View Comments

| Data Collection ▾ | Comments Entry ▾ | ▾ |

Add Or View Comments   Date: 03-31-2004

School District: 99000 ... Happy Valley School Distri   **User:** 02020   **Fiscal Year:** 2002-2003

+ Add

Specify your search criteria below and Click Find..

Trx Type : ☑ Balance Sheet ☐ Revenue ☐ Expenditure ☐ ESP

Entered By : [____] ... [_____]

From Date : [____] 📅   **To Date :** [____] 📅

Calendar

◉ Find

Type	School	Comment	User	Entered Date
Balance Sheet	0	This is balance sheet comment	02020	03-31-2004

✖ Cancel

Add Comments

- Add Comments for each Transaction Type
- Select a building code for Expenditure Type

Data Collection ▼	Comments Entry ▼	▼

Add Or View Comments — Date: 03-31-2004

School District: 99000 ... Happy Valley School Distri   **User:** 02020   **Fiscal Year:** 2002-2003

+ Add

Transaction Type	School Code		Comments
Select ▼		...	
Select ▼		...	
Select ▼		...	
Select ▼		...	
Select ▼		...	
Select ▼		...	

Select
Balance Sheet
Revenue
Expenditure
ESP

✓ OK   × Cancel

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Update User Profile

- Prompted when logging in for the first time
- Update primary contact information
- E-mail address and phone number should be in a valid format

Opening Balances

School District: 99000   ···   Happy Valley School Distri   User: 02020   Fiscal Year: 2002-2003

Fund Code	Description	Opening Balance	Revenue	Expenditure	Calculated Fund Balance	Uploaded Fund Balance	Stat
1	General Fund	103,624,383.14	1,544,181,633.26	1,573,134,801.89	74,671,214.51	74,650,005.35	✗
21	Athletic Fund	0.00	1,716,264.04	1,716,264.04	0.00	0.00	✓
22	Special Education Fund	0.00	0.00	0.00	0.00	0.00	✓
3	Debt Service Funds	32,046,800.08	110,997,785.03	114,500,077.88	28,544,507.23	28,544,507.23	✓
4	Capital Projects Fund	285,668,314.87	747,190,811.76	340,107,604.60	692,751,522.03	692,751,522.03	✓
5	Trust Funds	505,165.17	291,640.64	132,326.01	664,479.80	664,479.80	✓
6	Agency Funds	0.00	0.00	0.00	0.00	0.00	✓
7	Enterprise	0.00	0.00	0.00	0.00	0.00	✓
8	Internal Service	0.00	0.00	0.00	0.00	0.00	✓
9	District Wide Reporting	1,113,286,102.00	0.00	0.00	1,113,286,102.00	1,113,286,104.00	✓

Click Here To See X-File Validation Results

Submit to CEPI   💾 Save   ⊙ Reset

Cross File Validation

- General Fund Revenue & Expenditure cannot be zero

- If the Purchased Services Amount is greater than or equal to 50% of General Fund Expenditures Amount, an ESP file is required.

- The ESP file total amount must be at least 50 percent of the Purchased Services Amount

- Rolled-up Balance Sheet amounts are validated for credits and debits according to the major class

- Rolled-up Revenue amounts must all be credits

- Rolled-up Expenditure amounts must all be debits

Cross File Validation

Balance Sheet Report

- Specify From-To Fund Codes

- Specify From-To Class Codes

- If From-To values are not given, then all segment codes are selected

Balance Sheet Report

FIDrptBalanceSheet   **FID Application**   3/31/2004 5:39 PM

Balance Sheet Report

Fiscal Year 2002-2003

School District **99000 - Happy Valley School District**

Fund Codes : 2 to 5, **Major Class Codes :** ALL, **Sort By :** Fund, Major Class

FUND : 21 - Athletic Fund

Major Class	Major Class Description		Ending Balance
10	Cash Accounts	$	351.06
13	Due From Other Funds	$	2,577.07
40	Current Payables	$	-2,127.00
74	Unreserved Fund Balance	$	-801.13
	Total for 21 - Athletic Fund	$	**.00**

FUND : 23 - Community Service Fund

Major Class	Major Class Description		Ending Balance
10	Cash Accounts	$	22,899.62
41	Due to Other Funds	$	-1,555.60
74	Unreserved Fund Balance	$	-21,344.02
	Total for 23 - Community Service Fund	$	**.00**

Expenditure Report

ESP Report

Building Level Expenditure Report

Building-Level Expenditure Report

Building Level Expenditure Report

Fiscal Year 2002-2003

School District :**99000 - Happy Valley School District**

Fund Codes : 1 to 5, **Function Codes :** 100 to 400, **Object Codes :** 1000 to 3000, **Sort By :** School, Fund, Function

School : **00000 - South Lake Schools**

Fund : **1 - General Fund**

Function	Function Description	Object	Object Description	Amount
122	Special Education	1200		$ 67,946.00
122	Special Education	1600		$ 34,124.50
122	Special Education	1700		$ 2,388.45
122	Special Education	1800		$ 13,202.12
122	Special Education	2100		$ 9,635.87
122	Special Education	2800		$ 20,661.75

Sub-Total for **122 - Special Education** $ **147,958.69**

Function	Function Description	Object	Object Description	Amount
125	Compensatory Education	1200		$ 77,018.88
125	Compensatory Education	2100		$ 21,434.75
125	Compensatory Education	2800		$ 15,745.63

Sub-Total for **125 - Compensatory Education** $ **114,199.26**

Error Report

Error Report screen

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Reporting ▾	Error Report ▾	▾

Error Report   **Date:** 03-31-2004

School District: `99000` ... Happy Valley School Distri   **User:** 02020   **Fiscal Year:** 2002-2003

Please specify following criteria to print the report:

Error Report For   ⊙ Balance Sheet   ○ Revenue   ○ Expenditure   ○ ESP

Error Types   ☑ Errors :

       ☑ Warnings :

       ☐ Rejected :

     ✔ OK

Error Report

Balance Sheet Data Load Error Report

Fiscal Year 2002-2003

School District **99000 - Happy Valley School District**

Fund	Major Class	Suffix	Ending Balance	Type		Error/Warning Description
11	101	0000	$ -129,295.45	W	5009	Major Class (101) expected as debit, credits received in incoming file
11	131	1100	$ -5,388.95	W	5009	Major Class (131) expected as debit, credits received in incoming file
11	170	5700	$ -5,551.80	W	5009	Major Class (170) expected as debit, credits received in incoming file
11	442	0000	$ -2,515,333.33	W	5001	Major Class (442) cannot be used with Fund (11)
11	451	2200	$ 336.17	W	5008	Major Class (451) expected as credit, debits received in incoming file
91	222	0000	$ -325,284,364.00	W	5009	Major Class (222) expected as debit, credits received in incoming file
91	232	0000	$ -9,050,585.00	W	5009	Major Class (232) expected as debit, credits received in incoming file
91	242	0000	$ -22,912,305.00	W	5009	Major Class (242) expected as debit, credits received in incoming file
91	252	0000	$ -7,953,956.00	W	5009	Major Class (252) expected as debit, credits received in incoming file
91	262	0000	$ -16,154,961.00	W	5009	Major Class (262) expected as debit, credits received in incoming file

Need Help?

- For technical assistance:
  - Call: 517-335-0505
  - Email: Help-Desk@michigan.gov

- For the most up-to-date information:
  - www.michigan.gov/cepi
  - Go to the "MEIS Data Services" section
    - From here, go to the specific data set page for which you need information (e.g., Financial Information Database)
  - Join the FID Listserv

Questions?

Vendor Contact

- If you have any programming needs, either to comply with FID file format or others, please contact:

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